

Get Your TA

USER GUIDE

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1. Introduction

Overview

Get Your TA is a Desktop Application software Designed and Developed by LogiCode.

The software focuses on generation of TA (Travelling allowance) bill and Tour Diary.

Get your TA is mainly developed for the government servants of Maharashtra state, previously the bill was generated manually which was very tedious task, this product generates the TA bill within no time that too efficiently.

Users just need to enter some values such as date, time, destination and vehicle type etc.

Some values such as distance are auto generated by the software resulting in reduction of the tasks of the user.

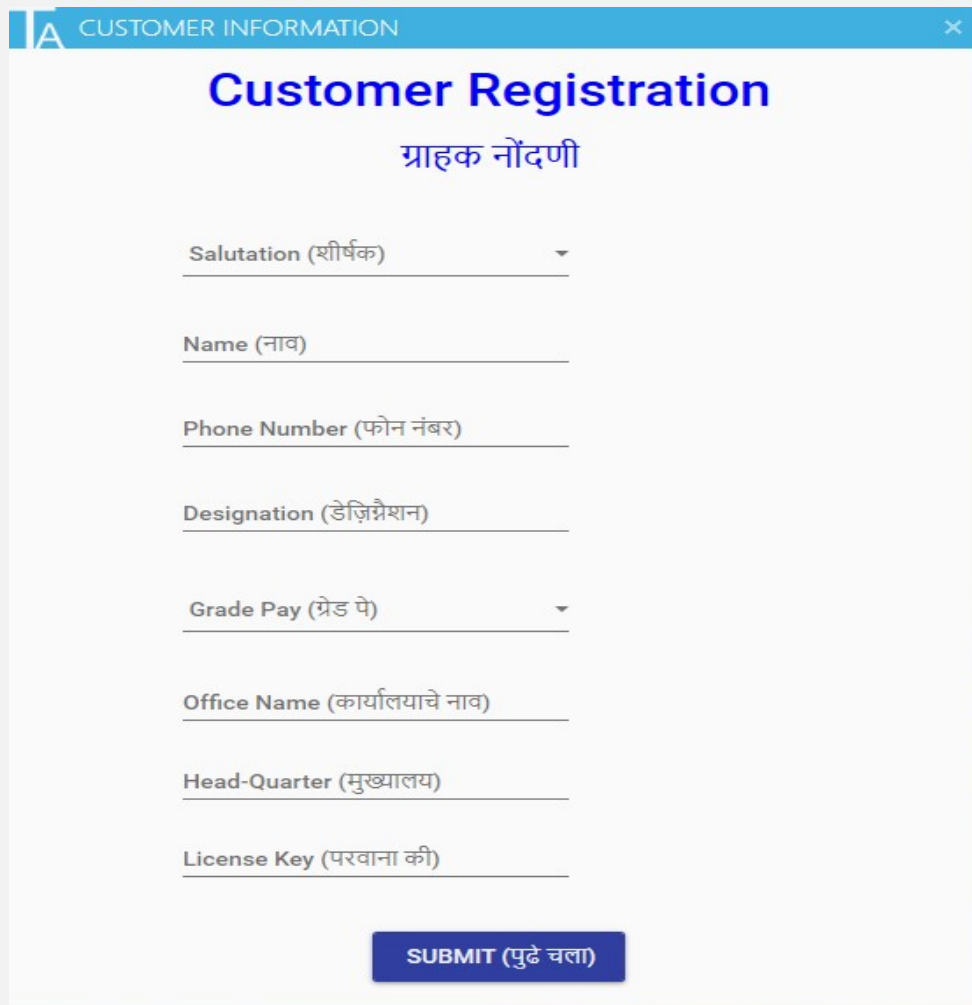
Advantages

- ✓ It is fast and efficient.
- ✓ It is very handy to use.
- ✓ It can generate an excel sheet of your TA bill & Tour Diary.
- ✓ It keeps a record in the tour diary.
- ✓ Lightning Fast Installation.
- ✓ Support for Local Language (Marathi).

2. Registration

How to register yourself in the software.

1. Once you launch the software for the first time it will open a registration window.



The screenshot shows a window titled "CUSTOMER INFORMATION" with a close button (X) in the top right corner. The main heading is "Customer Registration" in bold blue text, followed by "ग्राहक नोंदणी" in black text. Below this are several input fields with labels in English and Marathi: "Salutation (शीर्षक)" with a dropdown arrow, "Name (नाव)", "Phone Number (फोन नंबर)", "Designation (डेज़िग्नैशन)", "Grade Pay (ग्रेड पे)" with a dropdown arrow, "Office Name (कार्यालयाचे नाव)", "Head-Quarter (मुख्यालय)", and "License Key (परवाना की)". At the bottom right is a blue button labeled "SUBMIT (पुढे चला)".

2. Fill in all the details as per the above screenshots.

Salutation (Mr. /Mrs. /Miss.)

Name (First Middle Last)

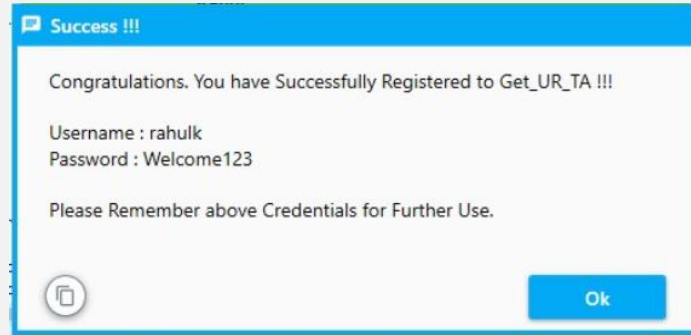
Phone

Designation

Grade pay

Office Name
Head-Quarter
License Key

3. And click the submit button. You will get a Success message box with your Username and Password (Make sure you remember your username and password for further use)



4. After this you will be forwarded to the Login Page. You will have to Login with your newly created Username & Password. You can change your Password later.

3. Login to the Software

1. Once you have register successfully, a login window will appear.
Enter your user name and password and click on submit.

A

GET YOUR TA - LOGIN PAGE

×



User Name (वापरकर्ता नाव)
pratishs



.....



SUBMIT (माहिती जमा करा)

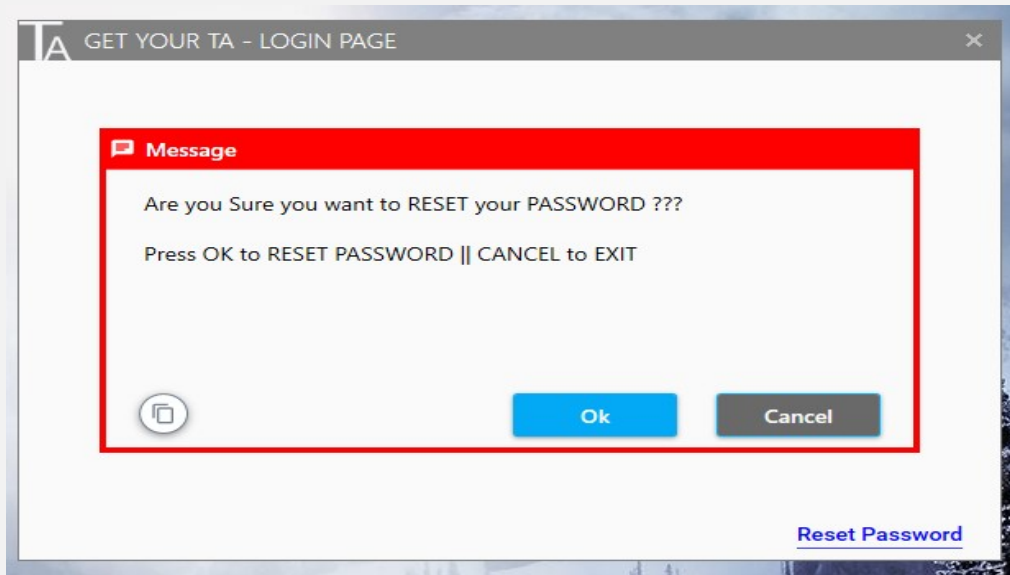
EXIT (बाहेर जाणे)

[Reset Password](#)

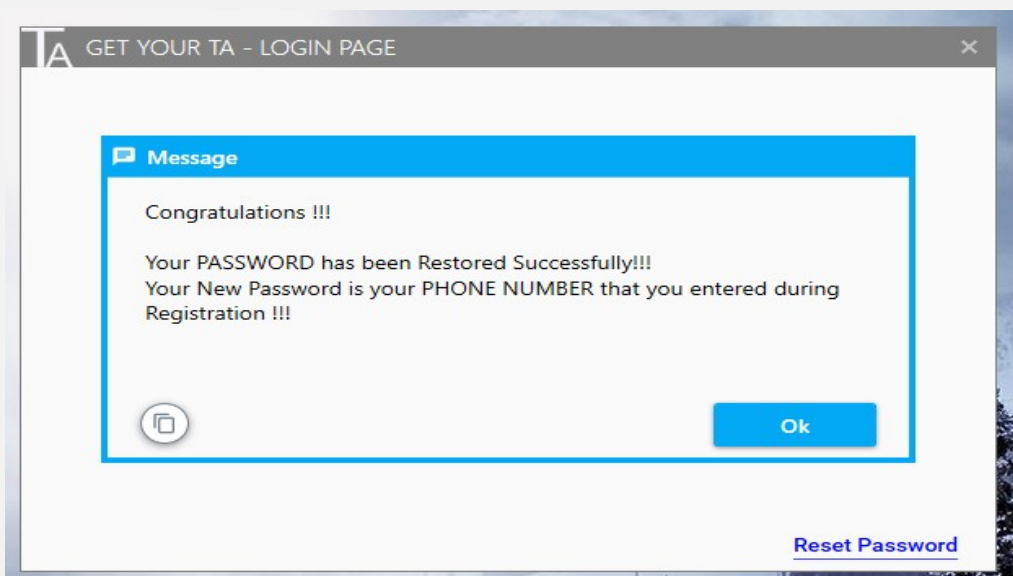
4. Reset Password

If you forget your password click Reset password link. This will reset your password to your first password (Phone Number) that you entered during registration.

1. Click on the link Reset Password. It will give you a message box.
2. Click OK if you really want to RESET or click CANCEL.

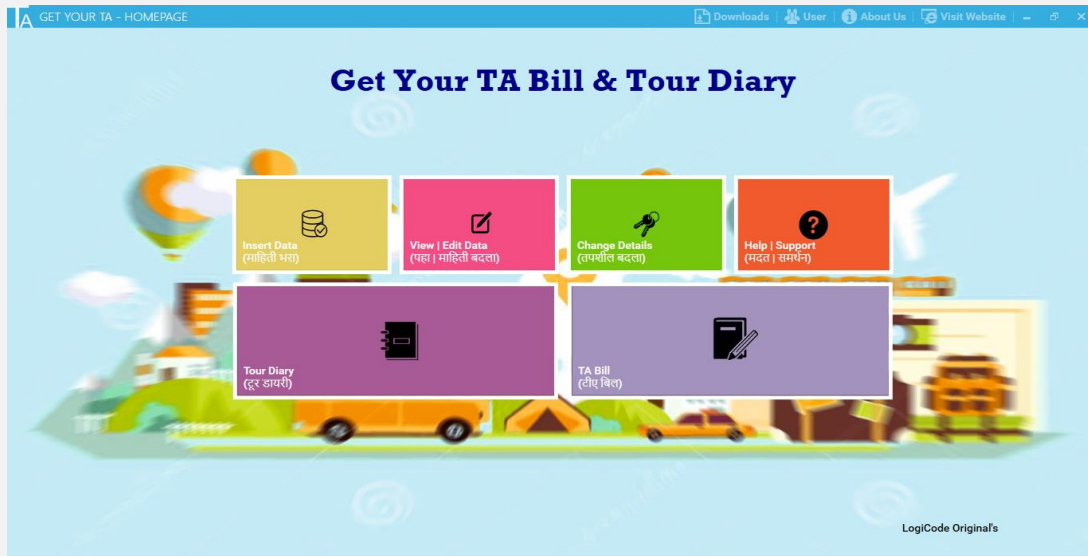


3. When you click on OK Button you will get a message box stating that your password has been RESET.



5. Home Page

On the home page you will find the following options.



- Insert Data
- View | Edit | Delete Data
- Change Password
- Help | Support
- TA Bill
- Tour Diary

You can start your work with inserting the Data.

Insert Data

Click on the Insert data button on the home page and the following screen will open.

The screenshot displays the 'INSERT INFORMATION' web application. The interface is divided into three main sections: Overview, User Input, and Auto-Calculated. The Overview section on the left shows a table with columns 'Date' and 'Office \ Tour'. The User Input section in the center has three tabs: 'T Tour (टूर)', 'O Office (कार्यालय)', and 'H Holiday (छुट्टी)'. The 'T Tour' tab is active. It contains fields for Start Date, End Date, Start Time, End Time, From (Origin), To (Destination), Stay, Vehicle, KM, Fare, and a Remarks text area. The Auto-Calculated section on the right shows calculated values: GradePay (8900), Hours, DA Rate, DA, DA %, and Total. A 'NEXT (पुढे)' button is located at the bottom center.

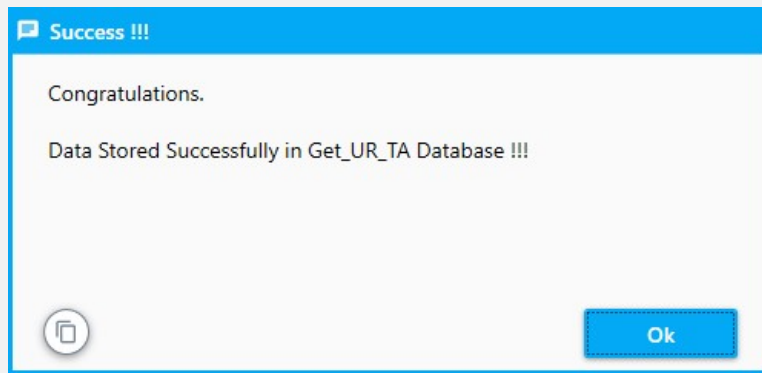
Three types of insert:-

- 1) Insert Tour Data
- 2) Insert Office Data
- 3) Insert Holiday/Leave

Insert Tour Data

(User input section)

1. Select the Tour round blue button on top of page.
2. Enter the start and End date from time picker option. Once you select the start date on left side on screen in overview section you can see the overview of the month, In which you can see if data is present for each day in that month.
3. Enter Start and End time and check the AM and PM while inserting, the time difference will be automatically calculated.
4. Enter the source and the Destination (Name of the cities from the drop down)
5. Select stay from the dropdown button, dropdown have two option Hotel and Without Hotel. Once you select stay option DA Rate, DA and DA Percent will be automatically calculated.
6. Enter KM and fare of only one way trip, software will automatically calculate round trip fare. Once you enter fare the total will be automatically calculated.
7. Enter remarks if any.



10. Your data is inserted successfully after you get the above message.

Insert Office Data

(User input section)

1. Select the Office round blue button on top of page.
2. Enter the start and End date from time picker option. Once you select the start date on left side on screen in overview section you can see the overview of the month, In which you can see if data is present for each day in that month.
3. Enter Start and End time and check the AM and PM while inserting, the time difference will be automatically calculated.
4. Enter the source (Name of the city where your office is located)
5. As you are working from office so Destination, Stay, Vehicle, KM and Fare will be disabled, Means You will not be able to select those field.
6. Enter remarks if any.

Insert Holiday/Leave Data

(User input section)

1. Select the Holiday round blue button on top of page.
2. Enter the start from time picker option. Once you select the start date on left side on screen in overview section you can see the overview of the month, In which you can see if data is present for each day in that month.
3. As it is Holiday/Leave, so End date, Start time, End Time, Origin, Destination, Stay, Vehicle, KM and Fare will be disabled, Means You will not be able to select those field.
4. Enter remarks if any.

View| Edit | Delete Data

View and Edit data

1. Click on the View | Edit | Delete Data button on the home page and the following screen will open.

VIEW DATA

Month (महिना) Year (वर्ष)

Display Data (डेटा पहा)

Name :- Mr. PRATISH PRAVIN SHELAR Grade Pay :- 5400

Designation :- JR ENGG Head-Quarter :- PUNE

Office :- MJP

Start Date	End Date	Source	Destination	Hotel	Tour	Vehicle	KM	Fair	DA Rate	Time In	Time Out	Total Hours	DA	DA Percent	Total	Remarks
------------	----------	--------	-------------	-------	------	---------	----	------	---------	---------	----------	-------------	----	------------	-------	---------

Edit Record (रिकॉर्ड एडिट करा)

2. Select month and year and click on Display data and following screen will open.

VIEW DATA

Month (महिना) Year (वर्ष)

January 2017

Display Data (डेटा पहा)

Name :- Mr. PRATISH PRAVIN SHELAR Grade Pay :- 5400

Designation :- JR ENGG Head-Quarter :- PUNE

Office :- MJP

Start Date	End Date	Source	Destination	Hotel	Tour	Vehicle	KM	Fair	DA Rate	Time In	Time Out	Total Hours	DA	DA Percent	Total	Remarks
11.Jan.2017	11.Jan.2017	Nagpur	Mumbai	Without Hotel	Tour	Bike	1000	1500	290	09:45 AM	08:40 PM	10:55:00	145	0.5	3145	Remarks
14.Jan.2017	14.Jan.2017	-----	-----	-----	-----	-----	0	0	0	-----	-----	-----	-----	-----	0	Remarks
27.Jan.2017	27.Jan.2017	Mumbai	Pune	Hotel	Tour	Bike	100	400	600	09:45 AM	06:30 PM	08:45:00	300	0.5	1100	Remarks

Edit Record (रिकॉर्ड एडिट करा)

3. Select the row for which you want to edit the data and click on edit record button, you will get below screen.

UPDATE INFORMATION

Journey Details
Summary

Overview (आढावा)

Date	Office \ Tour
01/Jan/2017	-----
02/Jan/2017	-----
03/Jan/2017	-----
04/Jan/2017	-----
05/Jan/2017	-----
06/Jan/2017	-----
07/Jan/2017	-----
08/Jan/2017	-----
09/Jan/2017	-----
10/Jan/2017	-----
11/Jan/2017	Tour
12/Jan/2017	-----
13/Jan/2017	-----
14/Jan/2017	Holiday/Leave
15/Jan/2017	-----
16/Jan/2017	-----
17/Jan/2017	-----
18/Jan/2017	-----
19/Jan/2017	-----
20/Jan/2017	-----

User Input (वापरकर्ता सिहीमे)

Tour (टूर)

Office (कार्यालय)

Holiday (छुट्टी)

Start Date (सुरुवात तारीख)

11/01/2017

End Date (सोबतची तारीख)

11/01/2017

Start Time (सुरुवात वेळ)

09:45 AM

End Time (समाप्त वेळ)

08:40 PM

From (Origin) (सुरुवात)

Nagpur

To (Destination) (समाप्त)

Mumbai

Stay (रहणी)

Without Hotel

Vehicle (वाहन)

Bike

KM (किलोमीटर)

1000

Fare (फाई)

1500

Remarks

Auto-Calculated (स्वयं-गणना)

GradePay ग्रेड पे

5400

Hours एकूण तास

10:55:00

DA Rate डीए रेट

290

DA डीए

145

DA % डीए टक्के

0.5

Total एकूण

3145

NEXT (पुढे)

- You can edit and change any of the details just as you insert them and then click on Next button.
- Verify the data in summary screen and click Update button.

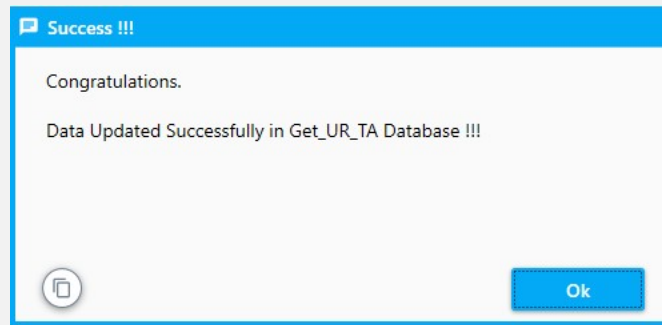
UPDATE INFORMATION

Journey Details
Summary

Key	Value
Start Date	11/01/2017
End Date	11/01/2017
Time Out	09:45 AM
Time In	08:40 PM
Total Hours	10:55:00
Source	Nagpur
Destination	Mumbai
Grade Pay	5400
Hotel	Without Hotel
Tour	Tour
Vehicle	Bike
KM	1000
Fare	1500
DA Rate	290
DA	145
DA Percentage	0.5
Total	3145
Remarks	Remarks

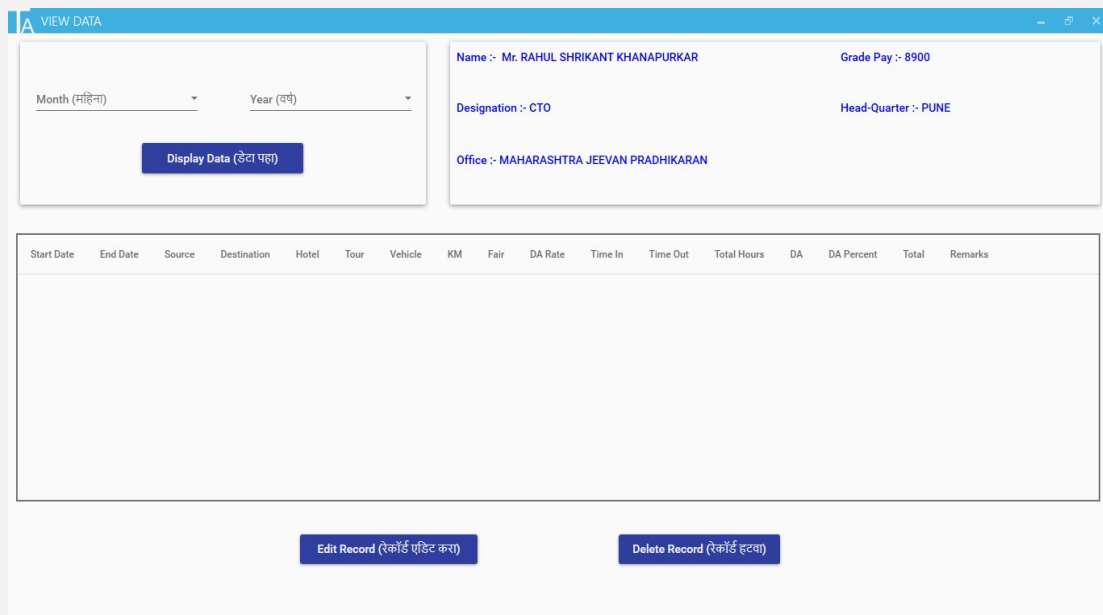
UPDATE (माहिती संपादीत)

- You will get the success message as follows.



View and Delete data

1. Click on the View | Edit | Delete Data button on the home page and the following screen will open.

The "VIEW DATA" screen has a blue header bar with the text "VIEW DATA" and window control icons. It is divided into three main sections. The top-left section contains two dropdown menus labeled "Month (महिना)" and "Year (वर्ष)", with a blue button "Display Data (देखें पृष्ठ)" below them. The top-right section displays user information: "Name :- Mr. RAHUL SHRIKANT KHANAPURKAR", "Grade Pay :- 8900", "Designation :- CTO", "Head-Quarter :- PUNE", and "Office :- MAHARASHTRA JEEVAN PRADHIKARAN". The bottom section is a large table with a header row containing 16 columns: Start Date, End Date, Source, Destination, Hotel, Tour, Vehicle, KM, Fair, DA Rate, Time In, Time Out, Total Hours, DA, DA Percent, Total, and Remarks. The table body is currently empty. At the bottom of the screen are two blue buttons: "Edit Record (रिकॉर्ड एडिट करें)" and "Delete Record (रिकॉर्ड हटायें)".

2. Select month and year and click on Display data and following screen will open.

VIEW DATA

Month (महिना)

January

Year (वर्ष)

2017

Display Data (डेटा पढ़ें)

Name :- Mr. RAHUL SHRIKANT KHANAPURKAR

Grade Pay :- 8900

Designation :- CTO

Head-Quarter :- PUNE

Office :- MAHARASHTRA JEEVAN PRADHIKARAN

Start Date	End Date	Source	Destination	Hotel	Tour	Vehicle	KM	Fair	DA Rate	Time In	Time Out	Total Hours	DA	DA Percent	Total	Remarks
04-Jan-2017	04-Jan-2017	Pune	Khed & Back	Without Hotel	Tour	Bus	150	100	130	07.30 AM	03.20 PM	07:50:00	65	0.5	265	Khed Trip
24-Jan-2017	24-Jan-2017	----	----	----	----	----	0	0	0	----	----	----	----	----	0	Holiday - P
25-Jan-2017	25-Jan-2017	----	----	----	----	----	0	0	0	----	----	----	----	----	0	Holiday - P
26-Jan-2017	26-Jan-2017	----	----	----	----	----	0	0	0	----	----	----	----	----	0	Holiday - P
27-Jan-2017	27-Jan-2017	----	----	----	----	----	0	0	0	----	----	----	----	----	0	Holiday - P
28-Jan-2017	28-Jan-2017	----	----	----	----	----	0	0	0	----	----	----	----	----	0	Holiday - P
29-Jan-2017	29-Jan-2017	----	----	----	----	----	0	0	0	----	----	----	----	----	0	Holiday - P

Edit Record (रिकॉर्ड एडिट करें)

Delete Record (रिकॉर्ड हटाएँ)

- Select the row which you want to delete and click on Delete record button. Once the record is deleted you will get a success message.

Success

Record Deleted Successfully !!!

Remember you can only Delete 5 Records in a Day !!!

Ok

- But remember you can only delete 5 Records in a Day. If you exceed this limit further records will not be deleted & you will get a message. You can again delete records next day.

Message

Oops !!! You have exceeded Today's LIMIT of Deleting Records.

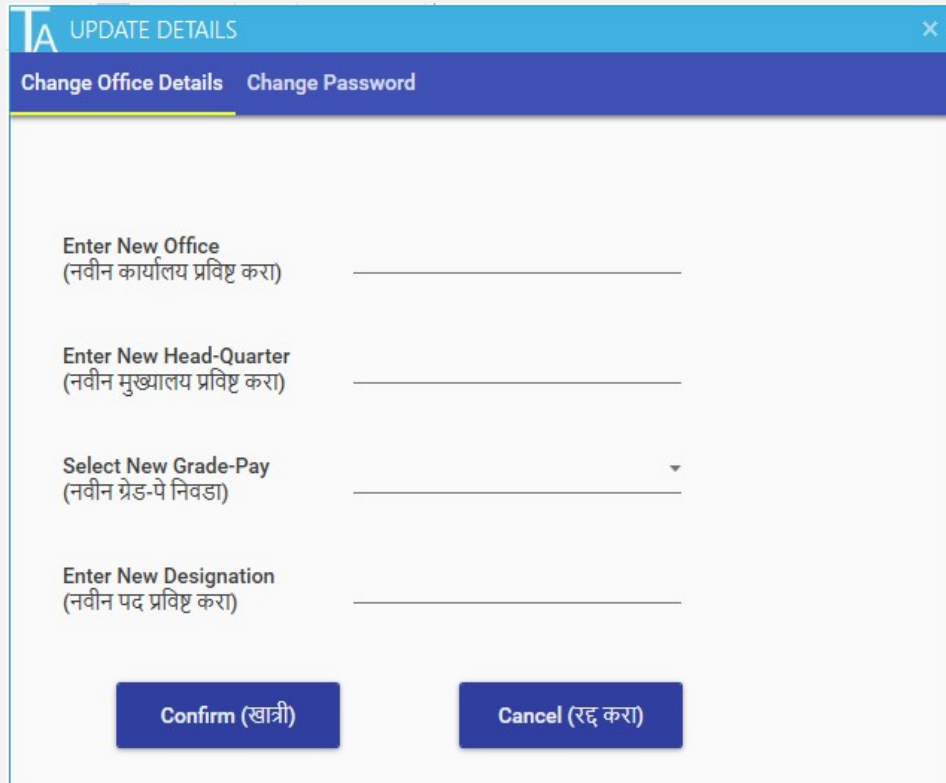
You can again Delete 5 Records Tomorrow !!!

Ok

Change Details

Change Office Details

1. Click on the Change Details button on the home page and the following screen will open.



The screenshot shows a modal window titled 'UPDATE DETAILS' with a close button (X) in the top right corner. Below the title bar, there are two tabs: 'Change Office Details' (which is selected and highlighted with a blue underline) and 'Change Password'. The main content area contains four input fields with labels in English and Hindi:

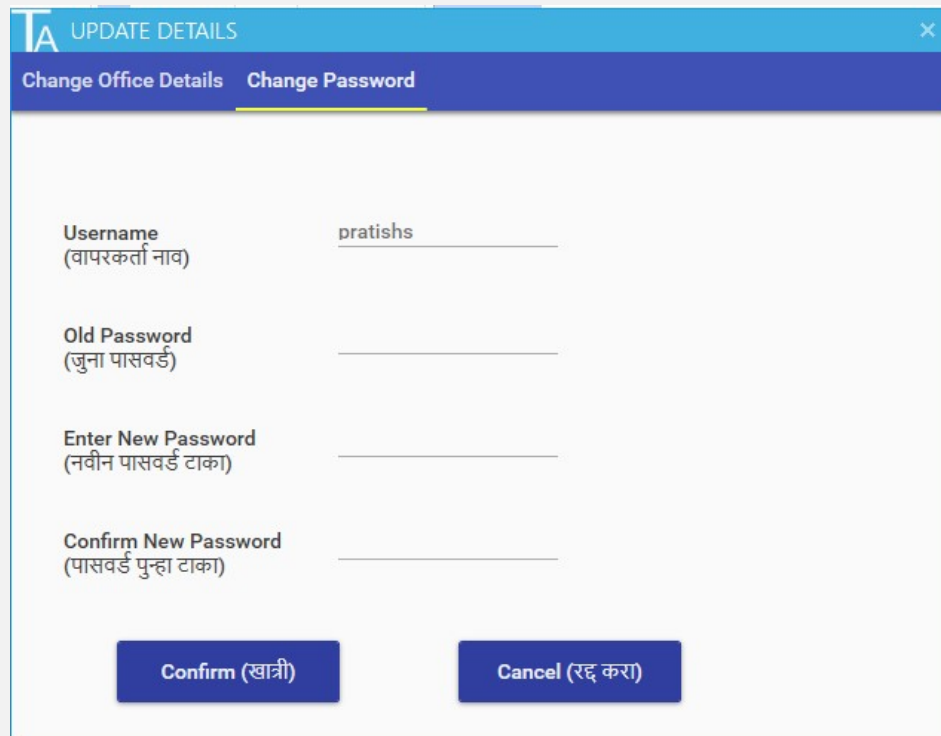
- Enter New Office** (नवीन कार्यालय प्रविष्टि करा) with a text input field.
- Enter New Head-Quarter** (नवीन मुख्यालय प्रविष्टि करा) with a text input field.
- Select New Grade-Pay** (नवीन ग्रेड-पे निवडा) with a dropdown menu.
- Enter New Designation** (नवीन पद प्रविष्टि करा) with a text input field.

At the bottom of the dialog, there are two buttons: 'Confirm (खात्री)' and 'Cancel (रद्द करा)'.

2. By default Change office details tab is selected.
3. Insert the data that needs to be changed and click on confirm button. You can change Office name, Head Quarter, Grade-pay, Designation.

Change Password

1. Click on the Change Details button on the home page and select change password tab on the window the following screen will open.

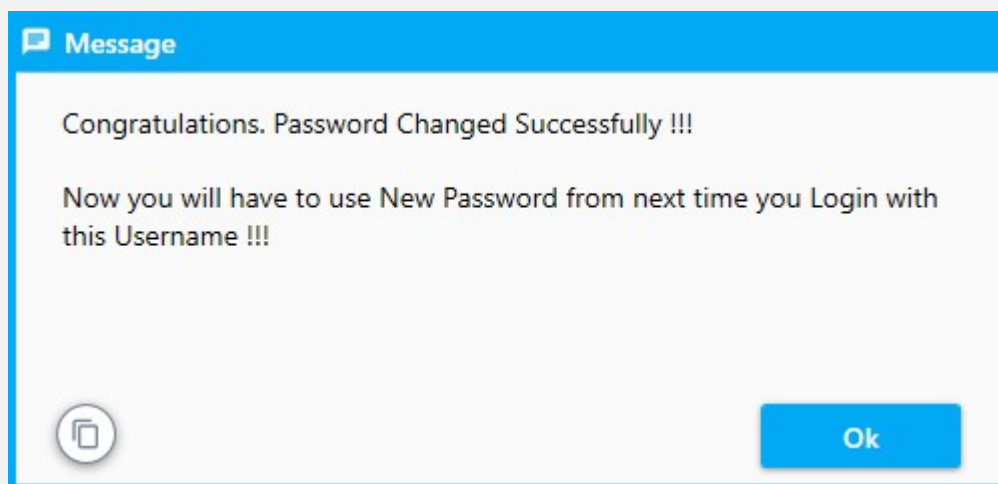


The screenshot shows a window titled "UPDATE DETAILS" with a close button (X) in the top right corner. Below the title bar, there are two tabs: "Change Office Details" and "Change Password". The "Change Password" tab is selected and highlighted with a yellow underline. The main content area of the window contains four input fields with labels in English and Hindi:

- Username** (वापरकर्ता नाव): The field contains the text "pratishs".
- Old Password** (जुना पासवर्ड): An empty input field.
- Enter New Password** (नवीन पासवर्ड टाका): An empty input field.
- Confirm New Password** (पासवर्ड पुन्हा टाका): An empty input field.

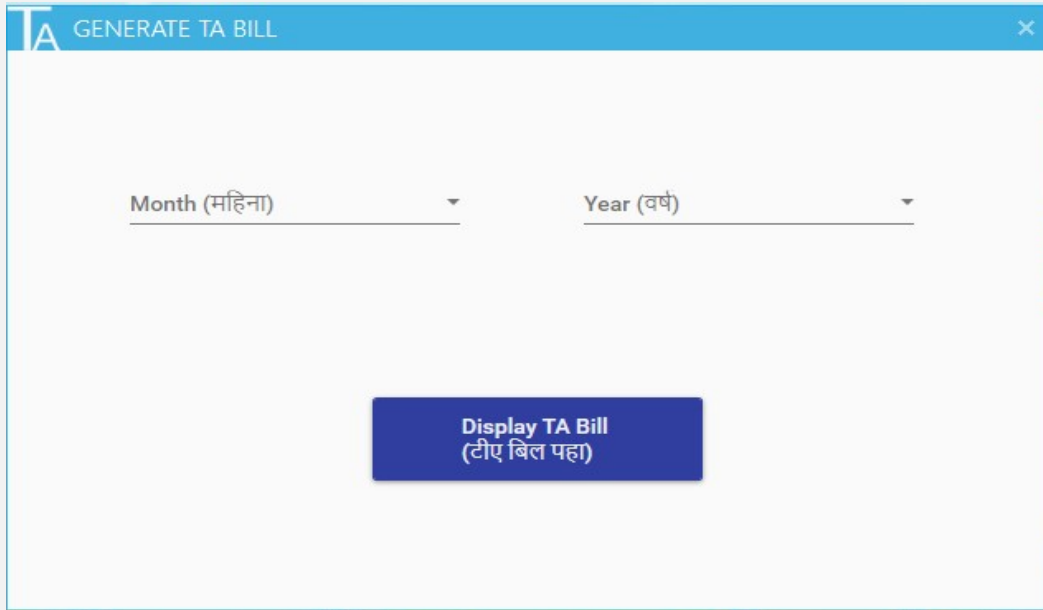
At the bottom of the window, there are two buttons: "Confirm (खात्री)" and "Cancel (रद्द करा)".

2. Your Username will be automatically populated, Enter Old password.
3. Enter the new password and confirm the new password.
4. Once you click the confirm button you will get below screen.



Generate TA Bill

1. Click on the TA Bill button on the home page and the following screen will open.

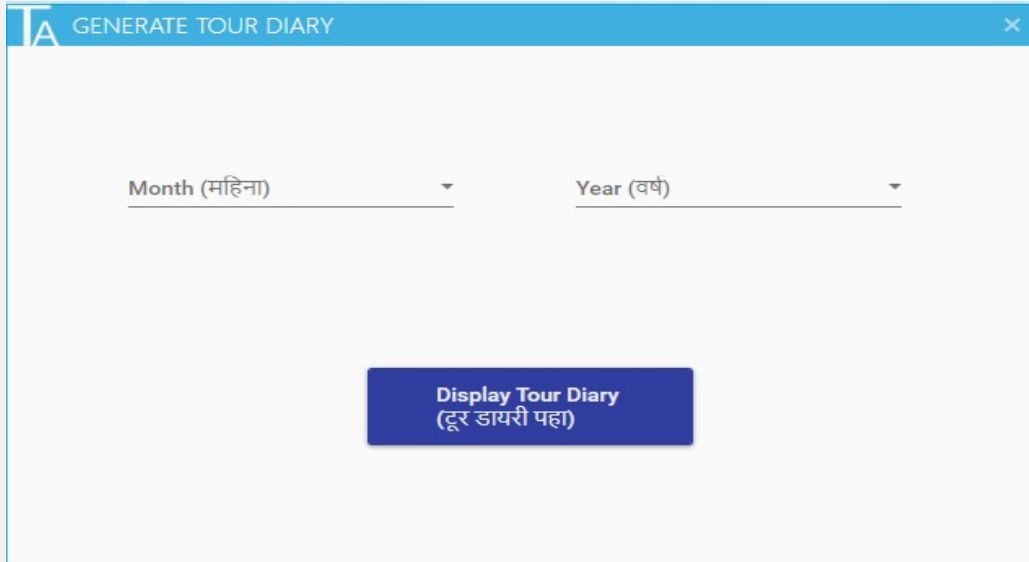


The screenshot shows a web application window titled "GENERATE TA BILL". The window has a blue header bar with the text "TA GENERATE TA BILL" and a close button (X) on the right. Below the header, there are two dropdown menus: "Month (महिना)" and "Year (वर्ष)". At the bottom center, there is a blue button with the text "Display TA Bill (टीए बिल पहा)".

2. Select the month and the year and click on Display TA Bill, Your TA bill will get generated in an excel sheet on your desktop with folder name TA Files, You can take a print of the sheet.

Generate Tour Diary

1. Click on the Tour Diary button on the home page and the following screen will open.

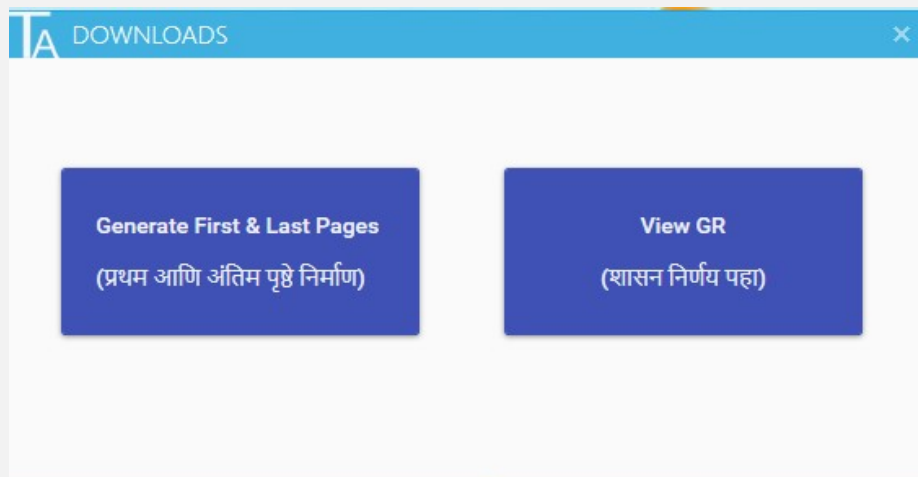


The screenshot shows a web application window titled "GENERATE TOUR DIARY". The window has a blue header bar with the letters "TA" on the left and a close button (X) on the right. Below the header, there are two dropdown menus: "Month (महिना)" and "Year (वर्ष)". Below these menus is a blue button with the text "Display Tour Diary" and "(टूर डायरी पहा)" in Hindi.

2. Select the month and the year and click on Display Tour Diary, Your Tour Diary will get generated in an excel sheet on your desktop with folder name TA Files, You can take a print of the sheet.

6. Downloads

1. When you click on the Downloads button on top (located at title bar of Home Page), the following window will appear.



2. It contains 2 buttons:-
 - a) Generate First & Last Pages
 - b) View GR
3. When you click on Generate First & Last Pages it will generate a PDF File with the Pages needed to Submit TA Bill & Tour Diary. It will be saved at Location: - Desktop with folder name TA Files.
4. When you click on View GR, it will open Government GR for your reference.